EMD CONTINUITY OF OPERATIONS PLANNING

State Agency Liaison Briefing

Gary Herschberger
Analysis & Plans Section Manager
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References

- **Federal Preparedness Circular (FPC) 65,** *Federal Executive Branch Continuity of Operations (COOP),* **July 26, 1999.**

- **Federal Preparedness Circular (FPC) 66,** *Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP),* **April 30, 2001.**

- **Federal Preparedness Circular (FPC) 67,** *Acquisition of Alternate Facilities for Continuity of Operations (COOP),* **April 30, 2001.**

- **General Accounting Office (GAO) Report 04-160,** *Continuity of Operations: Improved Planning Needed to Ensure Delivery of Essential Government Services*, **February 2004.**

- *Arlington County After-Action Report on the Response to the September 11 Terrorist Attack on the Pentagon*

Mission

Develop Emergency Operations Center (EOC) procedures for the following scenarios:

Category 1: Normal Ops

Category 2: Limited capability @ Bldg #20

➤ **Category 3, 'Inability to execute functions at the current worksite'**

➤ **Category 4, ' Camp Murray is non-functional and/or non-accessible'**

(IAW Annex B, paragraph III, Situation, EMD COOP Plan (draft)).

Planning Assumptions

- **Building 20 unavailable**
- **Camp Murray will be unable to logistically support EMD/EOC extended remote operations**
- ***SAL support will be available***
- **Provisions in place to alert and notify selected personnel**
- **Operational w/i 12 hours for 30 days**
- **Able to purchase and/or contract essential equipment and services**
- **Space required ~ 3600 sq ft; not contiguous**

GAO Conclusions

February 2004 Assessment of Federal COOP Plans

"… only 24% of the COOP plans fully identified agencies' vital paper and electronic records, while fewer documented the procedures for protecting or updating them. If agency personnel cannot access and use up-to-date vital records, they may be unable to carry out essential functions."

" … plans in place exhibited weaknesses in the form of widely varying determinations about what functions are essential ... Weaknesses identified could cause difficulties in delivering key services to citizens…" , Page 17.

Forward Challenge 04 (May 12-13)
Exercise Summary

◆ First Federal Government-wide COOP Exercise

◆ 40 Participating Agencies – Terrorism Scenario

◆ Exercise Objectives:

- Establish Operations @ Alternate Facility
- Implement Succession/Delegation of Authority
- Test interoperable communications capability
- Test redundant communication capability
- Test ability to access vital records from remote site.

Common SAL Tasks

- **Delineate all essential SAL functions and activities to be sustained and relocated.**
- **Define SAL resource requirements (equipment, supplies, furniture) to perform essential unit functions.**
- **Develop staffing requirements and plans to sustain relocated EOC functions.**
- **Identify mission critical data, communications, and automation systems necessary to conduct essential SAL functions.**
- **Determine minimum space requirements to accomplish EOC SAL mission.**
- **Establish orders of succession for key SAL positions.**

EOC Essential Functions
IAP Pod

EOC Function	Essential Tasks	Special Notes	Location
IAP	Governor's Proclamation Preparation		Located on N Drive and IAP Pod CD
IAP	Essential Elements of Information Preparation		Located on N Drive and IAP Pod CD
IAP	Decision Packages Preparation		Located on N Drive and IAP Pod CD
IAP	Incident Action Plan Preparation		Located on N Drive and IAP Pod CD
IAP	Coordinating information with affected jurisdictions	Tel 1	
GIS	Event Mapping		
GIS	Hazard Modeling		
EMAC	Resource and Personnel Acquisition		EMAC Website, EMAC Guidebook
EMAC	Obtaining EMAC Resource and Personnel Costs		EMAC Website, EMAC Guidebook
EMAC	Tracking EMAC Resource and Personnel		EMAC Website, EMAC Guidebook
EMAC	Preparing and Submitting EMAC documentation for reimbursement		EMAC Website, EMAC Guidebook

Vital & Essential Records
IAP Pod

Unit	EOC Function	Commodity	Special Notes	Location
MAP	IAP	State Agency Liasion Phone lists	including personal contact information	Lomax
MAP	IAP	County & City Contact lists (Tel 1)	including personal contact information	Intranet & Duty Officer
MAP	IAP	EMD Employee contact lists	including personal contact information	Intranet & Duty Officer
MAP	IAP	Governor's Proclamation		Located on N Drive and IAP Pod CD
MAP	IAP	Essential Elements of Information		Located on N Drive and IAP Pod CD
MAP	IAP	Decision Packages		Located on N Drive and IAP Pod CD
MAP	IAP	Incident Action Plan		Located on N Drive and IAP Pod CD
MAP	IAP	Recovery and Restoration Task Force Letter	actionable for Ops or R&R	Located on N Drive and IAP Pod CD
MAP	IAP	IAP Standard Operating Procedures		Located on N Drive and IAP Pod CD
MAP	IAP	Presidential Declaration	actionable for Ops or R&R	
MAP	IAP	Activity Log		Located on N Drive and IAP Pod CD
MAP	IAP	Repatriation Plan	available electronically	Nordstrom & CD
MAP	IAP	Comprehensive Emergency Management Plan	available electronically	Intranet, Internet & CD

Workstation Requirements
IAP Pod

Unit	EOC Function	Commodity	Special Notes	Required Quantity	Expanded Quantity
MAP	IAP	Computer (either laptop or desktop)	Pentium 3 with CD-Rom/Burner with MSOffice suite	2	5
MAP	IAP	CD-Rom/Burner	Internal drive in computer	2	5
MAP	IAP	Desk	3'X4'	2	5
MAP	IAP	Short File Cabinet	3 drawer filing cabinet	2	5
MAP	IAP	Rolling Chair	rolling and adjustable	2	5
MAP	IAP	Telephone	Multiline	2	5
MAP	IAP	Email	standard	1	5
MAP	IAP	Internet Access	standard	2	5
MAP	IAP	Printer	laserjet and associated cables	1	1
MAP	IAP	Copier Access	shared	1	1
MAP	IAP	Fax Access	shared	1	1
MAP	IAP	extension cord	25' grounded	3	6
MAP	IAP	power surge protectors	check with automation for requirements	3	6
MAP	IAP	stapler		3	6
MAP	IAP	staples		1 box	2 boxes
MAP	IAP	pens		8	24

Automation & Communication IAP Pod

Unit	EOC Function	Commodity	Required QTY	Expanded QTY	Current Provider	Specifications	Alternative Provider	Special Notes
MAP	IAP	Computer (either lap	2	5				
MAP	IAP	Telephone	2	5				standard
MAP	IAP	Email	1	5				
MAP	IAP	MapPoint	1	1				standard
MAP	IAP	Internet Access	2	5				
MAP	IAP	Printer	1	1		laserjet and associated cables		

Staffing Requirements
IAP Pod

Unit	EOC Function	Functional Requirements	Short Description	Required Qty per 24 hrs	Expanded Qty per 24 hrs
MAP	IAP	IAP Coordinator	Develops and Coordinates the EEI with EOC and Locals. Develops and coordinates the Governor's Proclamation within the EOC. Coordinates with PIO, OPS, R&R etc. Coordinates the Decision Packages with Ag, Health, etc	2	6
MAP	IAP	IAP Supervisor	Oversees and directs efforts within IAP Pod	2	2
MAP	GIS	GIS Coordinator	Produces maps and coordinates requests for Remote Sensing Products through FEMA	2	2
MAP	EMAC	EMAC Coordinator	EMAC Coordination and Liasion	2	4
MAP	IAP	Admin Assistant	Maintains log and all documents coming into IAP Pod	2	2

What I Need from You

- **What: Completed Spreadsheets (5) to Jeanette**

- **When: August 30, 2004**

Alternate Sites

◆ **COA #1: Commercial Sites o/o through GA**

◆ **COA #2: Alternate EOC with Jurisdictions**
- **King County ECC**
- **Grant County (Moses Lake)**
- **Benton County**
- **Bremerton Armory**
- **Spokane Armory (Future- under construction)**

◆ **COA #3: EMD Mobile Satellite Trailer**
- **(available ~ Sep 04)**

Milestone Task List

(as of July 04)

✓ Complete "Tasks to Agency Elements"   S: 15 July 04

✓ Test Alert & Warning Relocation to JOC   S: 15 July 04

◆ **Brief State Agency Liaisons**   S: 28 Jul 04

◆ Establish Procedures w/ GA for alt sites   S: 15 Aug 04

◆ Identify contact lists & notification process   S: 15 Aug 04

◆ Identify 3 alternate sites w/ 2nd Power   S: 15 Sep 04

◆ Test Alert & Warning Center Relocation   S: 15 Oct 04

◆ Develop off-site access to WebEOC   S: 15 Oct 04

◆ Off-site records storage/retrieval capability   S: 15 Nov 04

◆ Conduct Staff Training   S: 15 Nov 04

◆ Test and Validate the Procedures   S: 15 Dec 04